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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3600.2**

Effective Date:  
January 06, 2010

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January 06, 2015

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Request Notification of Change

(NASA Only)

## **Subject: NASA Telework Program**

**Responsible Office: Office of Human Capital Management**

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## **Chapter 1. Responsibility**

1.1 The Director, Workforce Management and Development Division, Office of Human Capital Management, shall ensure that the Telework Program and these procedural requirements comply with applicable law and regulations.

1.2 Officials-in-Charge of Headquarters Offices and NASA Center Directors shall ensure that subordinate managers and supervisors support and encourage telework as an alternative work arrangement for those employees who are eligible.

1.3 NASA Headquarters and Center Human Resources Directors shall:

- a. Establish a Telework Program, including any discretionary procedures, in accordance with this NPR and applicable law and regulations.
- b. Ensure that all eligible employees may participate in the Telework Program to the maximum extent possible without diminishment in performance or negative impact to the Agency's mission.
- c. Ensure that teleworkers utilize the same time and attendance rules as non-teleworkers, including the procedures for requesting leave, overtime, or compensatory time.
- d. Periodically evaluate their Center's Telework Program and assess trends to determine participation and to make improvements as necessary.

1.4 Supervisors shall:

a. Approve or deny an eligible employee's request to telework in a timely manner, typically within two pay periods. If the request is based on the need for accommodation due to a medical condition, the supervisor may request appropriate medical documentation including the expected length of duration of the condition.

b. Document in WebTADS, NASA's automated time and attendance system:

(1) Approval of the request to telework.

(2) Denial of the request to telework including the identification of the criterion in paragraph 2.1 for such.

If applicable based on the criterion for the denial, the employee should be advised of any corrective action(s) which may convey eligibility for future participation in the Telework Program.

c. Request and/or approve, subject to available funding, the requisition of necessary equipment (i.e., information technology (IT) and/or communications equipment, software, etc.) as deemed appropriate and necessary for any employee eligible to telework.

d. Ensure that telework hours worked by an employee are accurately reflected prior to approving an employee's timesheet in WebTADS.

e. Terminate a Telework Agreement in accordance with Chapter 6 at any time should the telework arrangement fail to meet the needs of the organization or should an employee's eligibility change based on the criteria of paragraph 2.1.

f. Periodically, and/or as necessary, review an established Telework Agreement with the employee.

g. Inform employees that they may file a grievance under the administrative or negotiated grievance procedures, whichever is applicable, on any matter of concern or dissatisfaction with a telework arrangement, including a denial of a request to telework or the termination of a Telework Agreement.

1.5 Employees shall:

a. Request approval to telework, in accordance with the procedures in WebTADS, by completing the Telework Agreement; no other Telework Agreement shall be used. (Note: In WebTADS, Telework Agreement requests follow Leave Balances under the Employee Profile Section accessed through "My Details" or "Leave Balances."

b. Provide appropriate medical documentation in WebTADS if the request to telework is based on the need for accommodation due to a medical condition, including the expected length of duration of the condition, if requested to do so by their supervisor.

c. Record telework hours worked with the appropriate labor code and telework designation on their timesheets in WebTADS.

d. Comply with Government-wide regulations and Agency policy and procedures for the safeguarding of information.

(1) Offsite access to classified information shall be strictly prohibited in accordance with NPR 1600.1, NASA Security Program Procedural Requirements.

(2) Any and all electronic forms of Sensitive but Unclassified (SBU) information or personal identifiable information (PII) shall be handled in accordance with NPR 1600.1,

NASA Security Program Procedural Requirements, and all transmittal of such shall be via encryption, without exception. National security information of a classified nature is not authorized and shall not be stored, transmitted, or put on any laptop or ancillary storage device, under any circumstance in accordance with NPR 1600.1, and shall be destroyed in accordance with NPR 1441.1D, NASA Records Retention Schedules.

(3) Loss or compromise of SBU information shall be reported immediately upon discovery in accordance with Agency and NASA Headquarters/Center policy and procedures and in accordance with NPR 1382.1, NASA Privacy Procedural Requirements.

(4) Incidents involving the breach of PII shall be handled and reported in accordance with NPR 1382.1, NASA Privacy Procedural Requirements.

e. Strictly adhere to all Agency and Headquarters/Center policies, procedures, security requirements, and property management regulations concerning the removal and safeguarding of NASA property and equipment in accordance with NPR 4200.1, NASA Equipment Management Procedural Requirements.

f. Ensure a safe alternative worksite and follow proper safety practices at all times in accordance with NPR 8715.1, NASA Occupational Safety and Health Programs.

g. Be accessible and available to the organization and customers during working hours while in a telework status.

h. Understand that they may be required to report to their official worksite due to workload demands or other official purposes in lieu of scheduled telework.

1.6 The Office of the Chief Financial Officer shall provide for the tracking and reporting of telework via WebTADS.

1.7 The Office of the Chief Information Officer shall provide the information infrastructure and tools that support and enable the workforce to effectively perform their assigned duties while in a telework status at an approved alternative worksite.

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